

# MARY F. SHEELEY

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## PROFESSIONAL EXPERIENCE:

**VILLAGE OF ELLENVILLE, Ellenville, New York**  
Village Manager, January 2009 to December 2013

- Responsible for oversight and direct supervision of staff consisting of 13 public works employees and professional staff of 3 managers and 4 support personnel.
- Responsible for preparation and administration of annual budget and capital works budget.
- Developed first-ever five-year plan for paving of all Village streets while continuing to maintain all roadways.
- Negotiated labor contracts with three separate labor unions...police, public works and white collar.

**H&R BLOCK, Ellenville, New York**  
Franchisee, December 1984 to December 2011

- Owner/operator of up to three retail income tax locations across three counties (Orange, Ulster and Sullivan).
- Responsible for hiring, recruiting and training professional and support personnel.
- Implemented policies and procedures consistent with company mission and goals.

## ULSTER COUNTY LEGISLATURE:

County Legislator, District 1 (Wawarsing, Rochester and Marbletown) January 2006 to December 2011.

- Minority Whip
- Chair, Personnel Committee
- Member Health, Economic Development and Art, Education and Community Services Committees.

**VILLAGE OF ELLENVILLE, New York**  
Village Trustee, April 1984 to March, 1987

- Liaison to Water and Sewer Departments.
- Assisted with siting of new Village wells to supply municipal water to residents.
- Assisted in negotiations with labor unions.

## EDUCATION:

Ellenville High School, Ellenville, New York  
*High School Diploma*

## ADDITIONAL SKILLS:

- Notary Public
- Licensed NYS Real Estate Associate Broker